

Beam, Debbie

From: De Lange, Dennis D (GE, Measurement & Control) <dennis.delange@ge.com>
Sent: Tuesday, February 03, 2015 5:25 PM
To: Beam, Debbie
Subject: support for Countywide Connectivity Plan

Dear Douglas County,

My family supports the Countywide Connectivity Plan, especially a safe pedestrian route from the Ranchos to the Community Center and Senior Center.

Currently there is no safe route for pedestrians to travel from the Ranchos to the Lampe park area. Once in the senior center area, a series of much safer back roads can lead one to the Carson Valley Swim Center, which is another Carson Valley gem.

This path will be another attractive option for people to commute, do shopping or just get some exercise. Remember the nationwide obesity problem for adults and kids? Also, even a few less cars and trucks will help reduce the wear and tear on our deteriorating roads.

Please support and approve this plan.

Sincerely,
Dennis DeLange and family
775-315-8992

589 Leealan Dr.
Gardnerville, NV 89460
775-265-0801
February 4, 2015

Douglas County Commissioners
Minden, NV 89423

RE: Support for Candidate for Clerk-Treasurer

Dear Commissioners,

I am writing in support of Eileen Thomas, a candidate for Clerk-Treasurer. I met Eileen Thomas a year ago. In July of 2014 she became a Board member and treasurer for my local non-profit, Between Horses and Humans. She has done an amazing job and takes her position seriously.

I am impressed by her expertise, intelligence, thoroughness, and thoughtfulness. She is a natural leader, she possess excellent organizational skills and acts with professionalism at all times. Eileen is very comfortable and confident in interacting with people. She is always polite and considerate of others. I have no doubt that she would do an outstanding job as clerk-treasurer.

Sincerely,

Barbara Slade

Barbara Slade

President of Between Horses and Humans

EMPLOYMENT APPLICATION		
	DOUGLAS COUNTY (NV) P O BOX 218 Minden, Nevada 89423 (775) 782-9860 http://www.douglascountynv.gov DeSocio, Kathleen B 14/15-00068 CLERK/TREASURER	Received: 11/26/14 2:46 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____

PERSONAL INFORMATION		
POSITION TITLE: CLERK/TREASURER	EXAM ID#: 14/15-00068	
NAME: (Last, First, Middle) DeSocio, Kathleen B	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, Ctrv. State, Zip Code)		
HOME PHONE:	WORK PHONE:	CELL PHONE:
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State:	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES	
PREFERRED SALARY: \$37.00 per hour; \$75,000.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, On Call (as needed)	
OBJECTIVE:	

EDUCATION		
DATES: From: 8/2008 To: 5/2012	SCHOOL NAME: New England College	
LOCATION: (City, State) Henniker, New Hampshire	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Master of Science in Management		UNITS COMPLETED:
DATES: From: 8/1987 To: 1/1996	SCHOOL NAME: Siena College	
LOCATION: (City, State) Loudonville, New York	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting		UNITS COMPLETED:
DATES: From: 8/1981 To: 6/1984	SCHOOL NAME: SUNY Cobleskill	
LOCATION: (City, State) Cobleskill, New York	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: Business Administration		UNITS COMPLETED:

WORK EXPERIENCE		
DATES: From: 1/2009 To: Present	EMPLOYER: Alpine County California/Sheriff's Office	POSITION TITLE: Financial Manager
ADDRESS: (Street, City, State, Zip Code) P.O. Box 278, Markleeville, California 96120		COMPANY URL:
SUPERVISOR: Rick Stephens - Sheriff/Coroner	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40	SALARY: \$6,079.00/month	# OF EMPLOYEES SUPERVISED: 0

- DUTIES:**
- Manage and prepare accounts payable, accounting receivable, and all other fiscal related department activities;
 - Develop, monitor and maintain Sheriff's Office budget containing multiple funds, departments and accounts with multiple funding sources and reporting requirements;
 - Develop benchmarking analysis for development of department budgets and grant processes;
 - Analyzes detailed accounting and payroll transactions for compliance and accuracy and develop various journals entries and transfers to balance department funds;
 - Manage cost accounting system and balance with county's general ledger system
 - Provide system administration and business analyst oversight of the department accounting and inventory systems;

RECEIVED

FEB 02 2015

Douglas County Manager

- Provide oversight and project management for all fiscal and administrative grant management activity relating to the departments various grant funding sources;
- Process payroll and time reporting activities for the department, adhering to three separate Memorandum of Understanding (MOU's);
- Manage department purchasing and acquisition for all department purchases;
- Perform projections and forecasts for various Sheriff Office activities such as evaluation of current and past grant activity to support grant writing efforts;
- Maintains a variety of statistical of other specialized records, posting and updating information to keep records current and accurate;
- Manage and monitor inventory control to comply with department policy, county policy, and state and federal guidelines;
- Updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software;

REASON FOR LEAVING:

DATES: From: 11/2003 To: 1/2009	EMPLOYER: Genoa Clay Works	POSITION TITLE: Owner
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Self - Owner/Artist	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 60	SALARY: \$1,000.00/month	# OF EMPLOYEES SUPERVISED:

DUTIES:

- Product development. Concept to design and creation of all products
- Formulation of all glazes
- Manage firing of multiple kilns
- Direct and manage all financial aspects of the business
- Responsible for all marketing, sales and customer relationships

REASON FOR LEAVING:

Economy

DATES: From: 7/2000 To: 11/2003	EMPLOYER: Arger Enterprises Inc,	POSITION TITLE: Information Technology Manager
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Malcolm McKay - President	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 50	SALARY: \$7,900.00/month	# OF EMPLOYEES SUPERVISED: 4

DUTIES:

- Responsible for all Information Technology management related to Arger Enterprises as well as the consolidation of the six McKechnie Aerospace businesses.
- Developed McKechnie Aerospace system development life cycle methodology standards for six Aerospace businesses
- Negotiated contracts, statements of work, and managed vendors and contractors
- Delivered a CRM system consolidating six independent businesses, centralizing the corporate data repository, meeting corporate goals and mission using system development life cycle methodology
- Provided business system analysis to schedule work in order to meet corporate priorities and goals
- Directed daily operations of IT department and coordinated activities with fourteen subsidiary business units
- Developed performance standards to meet departmental objectives, employee growth and organizational plans
- Prepared, monitored, and adjusted operational and project budgets
- Develop and interpret organizational goals, policies, and procedures
- Managed, designed and implemented McKechnie corporate wide WEB and E-commerce sites
- Directed and managed upgrading the ERP system to keep technology current and open for corporate growth and change
- Managed implementation of the corporate WAN and VPN for fourteen divisions
- Responsible for all office infrastructure; network, data storage systems, e-mail, WEB systems and voice systems

REASON FOR LEAVING:

To follow my dream of opening a pottery business.

DATES: From: 1/1999 To: 7/2000	EMPLOYER: CMA Consulting Services	POSITION TITLE: Project Manager/Financial, Technical and Functional Consultant
ADDRESS: (Street, City, State, Zip Code) 700 Troy-Schenectady Road, Latham, New York 12110		COMPANY URL:
PHONE NUMBER:	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 60	SALARY: \$6,300.00/month	# OF EMPLOYEES SUPERVISED: 8

DUTIES:

- Responsible for a \$1.7 million dollar statewide system integration project and corresponding implementation for the State of Maryland WIC public health system.
- Analyzed and developed system specifications, business requirements, and documentation for all phases of the project through interactive sessions with both business and technical analysts.
- Responsible for the management and coordination of an eight-person team of Systems Analysts and Developers
- Management of contract development and negotiation for fixed price contract.
- Responsible for all daily activities relating to management of the project.
- Drove the adherence of the corporate system development lifecycle.
- Gathered client business requirements, compared needs with financial systems and HRMS and performed gap and fit analysis.
- Designed, presented, and implemented solutions to clients' business requirements.
- Responsible for the design and development of custom application requirements to fit client needs outside of the standard installation.
- Responsible for the development of data migration routines for an Accounts Payable module using Oracle open interface, PL/SQL and SQL Loader.
- Developed value-added relationships with client management and staff.

- Performed knowledge transfer of technical and functional product features to clients

REASON FOR LEAVING:

Relocation to Nevada

DATES:

From: 6/1986 To: 12/1998

EMPLOYER:

The Research Foundation of SUNY

POSITION TITLE:Data Administrator/Data Modeler,
Programmer, Financial Accountant**ADDRESS: (Street, City, State, Zip Code)**

35 State Street, Albany, New York 12207

COMPANY URL:**PHONE NUMBER:****SUPERVISOR:****MAY WE CONTACT THIS EMPLOYER?**☒ Yes ☐ No**HOURS PER WEEK:**

50

SALARY:

\$4,200.00/month

OF EMPLOYEES SUPERVISED:

3

DUTIES:

- Collected specifications, developed and designed database for integration with database management system and developed projects at the organization for both application systems and the Corporate Data Warehouse.
- Worked with users to map business processes to ensure that all data requirements were identified.
- Analyzed and documented data requirements by developing data flows, entity relationship diagrams and data diagrams.
- Developed corporate quality assurance plan for application systems and the Data Warehouse.
- Utilized a system development lifecycle for all projects.
- Developed, implemented, and maintained training and support programs for the Corporate Data Warehouse
- Assisted users in identifying system requirements and implemented structured programmatic solutions for online and batch processes.
- Supported users and programmers with data retrieval for analysis and troubleshooting system problems
- Responsible for various financial accounting functions including Accounts Receivable, Investment ledger, and corporate General Ledger.
- Automated all job duties from manual to PC applications.
- Utilized mainframe query tools to prepare corporate management reports and developed adhoc queries to assist campus users at 30 locations with management decisions.
- Developed, implemented, and maintained information retrieval training and support programs.
- Provided technical and administrative assistance to support database model.
- Evaluated and administered database security
- Responsible for various annual, quarterly, monthly, and daily Financial Reports to Management

REASON FOR LEAVING:

Promotion

CERTIFICATES AND LICENSES**TYPE:**

Certified Government Financial Manager (CGFM)

LICENSE NUMBER:**ISSUING AGENCY:**

Association of Governmental Accountants

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION**Volunteer Experience**

Volunteer, Genoa Volunteer Fire Department (Auxiliary)
Volunteer, Town of Genoa

Professional Memberships

Member, Association of Government Accountants (AGA)
Member, Government Financial Officers Association (GFOA)
Member, Northern Nevada Chapter Association of Government Accountants

Additional Information

Past, Treasure Alpine County Miscellaneous Employees Board
Past, Chair of the Town of Genoa Advisory Board
Past, Vice President Burnt Hills Ballston Lake High School Class of 1981

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Teola Tremayne

POSITION:

Alpine County/County Clerk-Elect

ADDRESS:**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

NAME:

John Crawford

POSITION:Retired Sheriff/Coroner - Alpine County
Sheriff's Office**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

NAME:

Gwen Durling

POSITION:Chief-Criminal Justice/Emergency
Management and Victim Services Branch

Kathleen DeSocio

SSN N/A

Received 11/26/14 2:46 PM

EMAIL ADDRESS:

PHONE NUMBER:

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
No
2. **Are you related to a current or former employee of Douglas County?**
No
3. **How were you referred?**
Newspaper

4. **Have you EVER been convicted of, pled guilty or nolo contendere to (no contest), or been granted deferred adjudication (deferred judgment) for a felony or misdemeanor crime, other than a minor traffic violation. A conviction or guilty plea will not necessarily disqualify you from this job. If yes, list all such offenses and provide date, name of court, and disposition. Failure to disclose all convictions, pleas of guilty, pleas of nolo contendere (no contest), or have been granted deferred adjudication (deferred judgment), other than a minor traffic violation, is a violation of Title 2 of the County Personnel Regulations, Section 2.02.090, and if hired will result in termination of employment.**
No

5. **Have you ever been discharged or terminated from any place of employment?**
No

6. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No

7. **By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.**

Yes

Job Specific Supplemental Questions

1. **Please list any other names you have been known by.**
Kathleen Joy Boice
2. **Do you authorize any person or custodian of records, including, without limitation, the Department of Public Safety, Records and Identification Services; Law Enforcement, and the Office of the Clerk to release to the Douglas County Board of Commissioners any and all information that may be available concerning you?**
Yes
3. **Do you certify that the answers and information provided herewith are true and correct to the best of your knowledge.**
Yes
4. **Have you ever held an elective or appointive public office in this or any other state? Have you ever been a candidate for such an office? If so, give details, including the offices involved, whether initially appointed or elected, and the length of service. Exclude political affiliation.**
I was appointed to the Genoa Town Board by the Douglas County Commissioners in 2005, served on the board until 2008 and was Madam Chair from 2007-2008.
5. **List any accomplishments (i.e., educational, military service, charitable and the like) of which you want the commissioners to be aware.**
Two of my most relevant accomplishments are receiving my Masters of Science in Management and most recently my designation of Certified Government Financial Manager (CGFM) by the Association of Governmental Accountants (AGA). Both of these accomplishments involved a great deal of dedication, tenacity, good old hard work, and commitment to the end goal. Additionally, I have volunteered for the Town of Genoa and the Genoa Volunteer Fire Department for multiple events annually for 10 plus years. When I was on the Town of Genoa Advisory Board, I created the 4th of July Chicken BBQ event for the Town of Genoa and the Fire Department in conjunction with the Pops in the Park concert event to create an additional revenue stream. This event has evolved into the Genoa Americana Celebration, it is very successful, and has grown each year.
6. **Have you ever been sued? If yes, explain.**
No.
7. **Have you ever been a party in any other legal or administrative proceedings? If yes, explain.**
No.
8. **Have you ever been the subject of an ethics, open meeting law or public records complaint? If yes, explain.**
No.
9. **Have you filed federal income tax returns for each of the past ten taxable years? If no, explain.**
No.
10. **Have you personally or has any business you control ever failed to pay a local, state or federal tax liability that has been legally determined to be due, within the time allowed for payment without penalty, assessment or lien? Have you ever been subject to tax lien? If so, provide full details.**
No.
11. **Has a lien ever been asserted against you or any property of yours that was not discharged within 30 days? If so, provide full details.**
No.
12. **Has any Bankruptcy Court in a case where you are or were the debtor, entered an order providing a creditor automatic relief from the bankruptcy stay (providing in rem relief) in any present or future bankruptcy case, related to property in which you have an interest?**
No.
13. **Are you in violation of or have you violated any court orders, including spousal and child support?**
No.
14. **Are you physically and mentally able to perform the essential duties of a County Clerk and Treasurer in a timely fashion in the court for which you are applying? Please identify any accommodations you may need to perform the job.**
Yes.
15. **Are you a US citizen?**
Yes
16. **Are you a resident of Douglas County?**
Yes
17. **Are you currently registered to vote in Douglas County?**
Yes
18. **Have you ever been arrested, charged or held by any federal, state, local or other law enforcement authority, including the IRS and SEC, or convicted of violation of any federal, state, or local law, regulation or ordinance? Exclude minor traffic violations and any juvenile offenses. Provide detail of the circumstances, charges, and dispositions.**
No.
19. **Please outline your experience in supervising professional staff.**
I have a number of years experience supervising professional staff across multiple disciplines. As an information technology manager and a project manager my direct reports included a variety of technical professionals to include Database Administrators, Programmers, Analysts, Technical Writers, and Trainers as well as vendors and customers.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by Kathleen B DeSocio on 11/26/14 2:46 PM

Signature _____

Date _____

KATHLEEN B. DESOCIO, MSM, CGFM

OBJECTIVE

With over 25 years of professional experience in fiscal management, information technology management, and project management, I'm seeking a challenging position allowing me to draw upon my diverse background to help administer and cultivate a fiscally sound business unit to support and improve organizational goals and objectives.

CAREER PROFILE

Financial and Operations Management

- ☐ Management of daily financial operations including accounts payable, accounts receivable, collections, cash management, trust fund accounting, grant accounting, payroll, and project compliance
- ☐ Accurately maintain and update a variety of records and information systems, both subsidiary and general ledgers
- ☐ Develop and prepare financial data and budgetary analysis and present to the Board of Supervisors on behalf of the department
- ☐ Implemented fiscal and grant policies to improve internal controls as well as to improve the overall processes
- ☐ Assist both internal and external audit teams annually to comply with Federal, State, and Local compliance as well as various grant requirements
- ☐ Develop, interpret, and apply a variety of rules, regulations, laws and policies relating to the accounting and operational functions of the department
- ☐ Develop, prepare, monitor, and adjust operational and project budgets to align with the organization's strategic plan
- ☐ Responsible for various annual, quarterly, monthly, and daily Financial Reports to Management

Information Technology Management

- ☐ Directed and managed upgrade of the ERP system to keep technology current and open for corporate growth and change
- ☐ Managed implementation of the corporate WAN and VPN for fourteen divisions
- ☐ Responsible for the management of all office infrastructure; network, data storage systems, e-mail, corporate databases, WEB systems and voice systems
- ☐ Delivered a CRM system consolidating six independent businesses, centralizing the corporate data repository, meeting corporate goals and mission using system development life cycle methodology
- ☐ Responsible for a \$1.7 million dollar statewide system integration project and corresponding implementation for the State of Maryland WIC public health system
- ☐ Analyzed and developed system specifications, business requirements, and documentation for various projects through interactive sessions with both business and technical analysts
- ☐ Responsible for the management and coordination of an eight-person team of Systems Analysts, Developers, Technical Writers, Trainer and Database Administrators

Process Improvement

- ☐ Streamlined cost accounting function by developing and implementing a cost accounting system for project and job costing subsidiary ledgers
- ☐ Developed and implemented quality management initiatives to streamline various business processes
- ☐ Developed performance standards to meet departmental objectives, employee growth and organizational plans

- Developed system development life cycle methodology and standards for six Aerospace businesses

Contract and Acquisition Management

- Developed cost benefit analyses to justify various purchasing and acquisition decisions
- Management of contract development and negotiation for various contracts
- Negotiated contracts, statements of work, and managed vendors and contractors relating to Information Technology projects for a \$52 million business
- Managed all professional services, equipment, services, and supply contracts for a \$3.5 million Sheriff's Office

Managing Vision and Purpose

- Developed and interpreted organizational goals, policies, and procedures into functional and operational business requirements
- Directed daily operations of IT department and coordinated activities with fourteen subsidiary business units to meet organizational mission and purpose
- Led the strategic planning process for the Town of Genoa as the Chair of the Advisory Board

SUMMARY OF EXPERIENCE

Alpine County California, Markleeville, CA	January 1, 2009 – Present
Sheriff's Office Management Analyst	January 2014 - Present
Sheriff's Office Fiscal & Technical Specialist	April 2011 – December 2013
Community Development Fiscal & Technical Specialist	January 2009 – March 2011
 Genoa Clayworks, Genoa NV	 November 2003-January 2009
Owner/Artist	
 Arger Enterprises Inc, Reno, NV	 July 2000-November 2003
Information Technology Manager	
 CMA Consulting Services, Latham, NY	 January 1999-July 2000
Project Manager	October 1999-July 2000
Financial, Technical and Functional Consultant	January 1999-September 1999
 The Research Foundation of SUNY, Albany, NY	 June 1986-December 1998
Data Administrator/Data Modeler	October 1996-December 1998
Programmer	March 1992-October 1996
Financial Accountant	June 1986-March 1992

EDUCATION

New England College, Henniker, NH	M.S.M.
Siena College, Loudonville, NY	B.B.A. Accounting Major
SUNY Cobleskill, Cobleskill, NY	A.A.S. Business Administration

DESIGNATIONS, PROFESSIONAL AFFILIATIONS AND VOLUNTEER WORK

Certified Government Financial Manager (CGFM)
Member, Association of Government Accountants (AGA)
Member, Government Financial Officers Association (GFOA)
Member, Northern Nevada Chapter Association of Government Accountants
Volunteer, Genoa Volunteer Fire Department Auxiliary
Volunteer, Town of Genoa

BOARD MEMBERSHIPS

Past, Treasure Alpine County Miscellaneous Employees Board

Past, Chair of the Town of Genoa Advisory Board

Past, Vice President Burnt Hills Ballston Lake High School Class of 1981

John M. Crawford / Retired Sheriff

November 19, 2014

To Whom It May Concern:

I am writing to recommend Kathleen "Kitty" DeSocio for the appointment of Clerk-Treasurer with Douglas County, Nevada. Ms. DeSocio worked for me at the Alpine County Sheriff's Office for three years as the Sheriff's Financial Manager, I as the Sheriff/Coroner. She was/is responsible for the administration of the budget, accounts payable, accounts receivable, collections, cash management, payroll, grant management, contract management, acquisition and purchasing, as well as other various administrative and fiscal responsibilities relating to all aspects of the Sheriff's Office operations.

Ms. DeSocio made several process improvements and recommendations to increase efficiency and overall effectiveness within the organization. She implemented a cost accounting system with little to no assistance from the vendor, saving the agency implementation costs and resulting in effectively streamlining our business processes allowing my patrol staff to concentrate on their core competencies. The success of this project as well as any other initiative is attributed to Ms. DeSocio attention to detail, adherence to compliance with the various governing bodies, as well as her ability to improve processes by implementing relevant current technological solutions.

Not only is she able to communicate on technical terms with our various consultants, she is also able to communicate within all levels of our organization as well as the County and most importantly the constituents of our jurisdiction. Her ability to mentor a solid working relationship with internal and external individuals was indeed an asset to our organization and the County as a whole.

As the retired Sheriff/Coroner of Alpine County, three terms Sheriff/Coroner, I found working with Kitty a pleasure. She is reliable, ethical, trustworthy, and foremost is honest. She was an asset to my staff and was a morale and team builder through and through. If you need additional information or I can provide additional details, please contact me on my cell

Sincerely,

**John M. Crawford
Retired Sheriff/Coroner - Alpine County Sheriff's Office**

EDMUND G. BROWN JR.
GOVERNOR



MARK S. GHILARDUCCI
DIRECTOR

November 24, 2014

Mr. Jim Nichols
County Manager
Douglas County Board of Commissioners
P.O. Box 218
Minden, NV 89423

Dear Mr. Nichols:

It is with complete confidence that I recommend Kitty Boice DeSocio for the position of Clerk-Treasurer for the Douglas County Board of Commissioners. Over the last 3.5 years, Ms. Boice DeSocio has been the fiscal contact for seven (7) federally funded grants awarded to the Alpine County Sheriff's Office, totaling nearly \$700,000 in support of multi-jurisdictional drug task forces, emergency management planning and homeland security activities.

My staff and I have found Ms. Boice DeSocio's fiscal management and organizational skills to be impeccable. Her reports have always been timely, with clear and concise information provided; and she has always been responsive to special requests.

It has been a pleasure working with Ms. Boice DeSocio, and I believe she would be an asset to any organization lucky enough to have her. Should you have any question, please do not hesitate to contact me.

Sincerely,

GWEN DURLING, MBA
Chief
Criminal Justice/Emergency Management and Victim Services Branch

KATHLEEN B. DeSOCIO, MSM, CGFM

November 26, 2014

Jim Nichols
County Manager Douglas County
P.O. Box 218
Minden, NV 89423

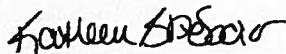
Mr. Nichols:

Enclosed is my resume for the position of Clerk-Treasure with Douglas County. My combined qualifications and work experience is a good match for the position of Clerk-Treasure, and I am confident I will make a valuable contribution to Douglas County.

My credentials include a Certification from the Association of Governmental Accountants with the designation of a Certified Government Finance Manager (CGFM), a Masters of Science in Management from New England College, and a Bachelor from Siena College in Accounting. In addition to my education I have over 25 years of professional work experience. My experience is diversified and encompasses the core competencies for effective management. Some of these competencies include fiscal management, information technology management, project management, operations, acquisition management, administration, and managing organizational vision and goals.

In summary, I'm confident my work experience and formal education provides me with the right knowledge and background for the position of Clerk-Treasurer with Douglas County. I welcome the opportunity to serve the residents of Douglas County as the Clerk-Treasurer. Thank you for your time and consideration.

Sincerely,



Kathleen B. DeSocio

EMPLOYMENT APPLICATION	
	DOUGLAS COUNTY (NV) P O BOX 218 Minden, Nevada 89423 (775) 782-9860 http://www.douglascountynv.gov Lewis, Kathryn 14/15-00068 CLERK/TREASURER
Received: 11/26/14 1:43 PM For Official Use Only: QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____	

PERSONAL INFORMATION		
POSITION TITLE: CLERK/TREASURER	EXAM ID#: 14/15-00068	
NAME: (Last, First, Middle) Lewis, Kathryn	SOCIAL SECURITY NUMBER: N/A	
ADDRESS: (Street, City, State, Zip Code)		
HOME PHONE: _____ ALTERNATE PHONE: _____		
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: _____	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES	
PREFERRED SALARY: \$36.54 per hour; \$76,013.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
SHIFTS YOU WILL ACCEPT: Day, Evening, Night, Rotating, Weekends, On Call (as needed)	
OBJECTIVE: I am applying for the Clerk/Treasurer's position because I can apply my skills and knowledge to help the office and I would like to grow professionally in my career.	

EDUCATION		
DATES: From: 9/1991 To: 5/1995	SCHOOL NAME: Weber State University	
LOCATION: (City, State) Ogden, Utah	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR: Accounting	UNITS COMPLETED: 59 - Semester	
DATES: From: 1/1994 To: 5/1995	SCHOOL NAME: Weber State University	
LOCATION: (City, State) Ogden, Utah	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR: Accounting	UNITS COMPLETED: 26 - Semester	
DATES: From: 9/1989 To: 5/1991	SCHOOL NAME: Northwest College	
LOCATION: (City, State) Powell, Wyoming	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Associate's
MAJOR: General Studies	UNITS COMPLETED: 66 - Semester	
DATES:	SCHOOL NAME: Riverton High School	
LOCATION: (City, State) Riverton, Wyoming	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: High School Diploma

WORK EXPERIENCE		
DATES: From: 1/2013 To: Present	EMPLOYER: Douglas County	POSITION TITLE: Budget Manager
ADDRESS: (Street, City, State, Zip Code) 1594 Esmeralda Ave., Minden, NV 89423		COMPANY URL:
PHONE NUMBERS:	SUPERVISOR: Christine Vuletic - Assistant County Manager/ Chief Financial Officer	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 2

RECEIVED

FEB 02 2015

Douglas County Manager

DUTIES:

I oversee the budget function for Douglas County, including development and monitoring of the annual operating and capital budget. My staff and I update the priority based budgeting model. The budget function also includes room tax reconciliation, federal grants monitoring and preparation for strategic planning sessions with the Board of Commissioners. I am available as a resource for county government officials in budget and financial related matters. Annually, I certify property taxes billed to property owners in Douglas County.

REASON FOR LEAVING:

Currently employed

DATES:

From: 12/2011 To: 1/2013

EMPLOYER:

Douglas County

POSITION TITLE:

Budget Analyst

ADDRESS: (Street, City, State, Zip Code)

1594 Esmeralda Ave, Minden, Nevada 89423

COMPANY URL:**PHONE NUMBER:****SUPERVISOR:**

Christine Vuleitch - Assistant County Manager/ Chief Financial Officer

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$0.00/month

OF EMPLOYEES SUPERVISED:

0

DUTIES:

I oversaw the development of the annual operating and capital budgets. I also helped implement priority based budgeting and assisted in the creation of the 5-year forecast for the General Fund. I provided support during the negotiations with the County's different bargaining units; furthermore, I was a resource for county government officials in budget and financial related matters for the County. Annually, I certified property taxes billed to property owners to Douglas County.

REASON FOR LEAVING:

Promoted to Budget Manager

DATES:

From: 12/2007 To: 12/2011

EMPLOYER:

Douglas County

POSITION TITLE:

Accountant - Grants

ADDRESS: (Street, City, State, Zip Code)

1594 Esmeralda Ave., Minden, Nevada 89423

COMPANY URL:**PHONE NUMBER:****SUPERVISOR:**

Claudette Springmeyer - former Comptroller (now Public Guardian)

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$0.00/month

OF EMPLOYEES SUPERVISED:

0

DUTIES:

I oversaw grant administration for the County. I reconciled grants received by the county and reported annually in our financial statements. I provided additional accounting support for the Senior Center. Annually, I certified property taxes billed to property owners of Douglas County.

REASON FOR LEAVING:

Promotion to Budget Analyst

DATES:

From: 12/2002 To: 12/2007

EMPLOYER:

Douglas County

POSITION TITLE:

Internal Auditor

ADDRESS: (Street, City, State, Zip Code)

1594 Esmeralda Ave, Minden, Nevada 89423

COMPANY URL:**PHONE NUMBER:****SUPERVISOR:**

Claudette Springmeyer - former Comptroller (now Public Guardian)

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$5,723.00/month

OF EMPLOYEES SUPERVISED:

0

DUTIES:

I provided internal audit functions for the County. This includes regularly scheduled internal audits and forensic audits at the direction of the Sheriff's and District Attorney's office. I also reconciled room tax collections and performed room tax audits. I was part of a team that implemented the property tax cap laws and annually, I certified property taxes billed to property owners of Douglas County.

REASON FOR LEAVING:

Wanted to pursue and gain experience in accounting

CERTIFICATES AND LICENSES**TYPE:**

Certified Public Accountant (CPA)

LICENSE NUMBER:

CPA-3241

ISSUING AGENCY:

Nevada State Board of Accountancy

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION**Additional Information**

An area I enjoyed when auditing was learning about the organization. In order to be an effective auditor, you have to listen, learn, ask questions and observe before you can make recommendations. This is a skill I have taken with me into my other positions and one that I would take with me into this position.

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Steve Mokrohisky

POSITION:

County Manager, Lane County, Oregon

ADDRESS:		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Christine Vuletich	POSITION: Assistant County Manager/ Chief Financial Officer
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS:		PHONE NUMBER:
REFERENCE TYPE: Professional	NAME: Karen Ellison	POSITION: County Recorder
ADDRESS:		
EMAIL ADDRESS:		PHONE NUMBER:

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**

Yes

2. **Are you related to a current or former employee of Douglas County?**

No

3. **How were you referred?**

Web Site, Newspaper

4. **Have you EVER been convicted of, pled guilty or nolo contendere to (no contest), or been granted deferred adjudication (deferred judgment) for a felony or misdemeanor crime, other than a minor traffic violation. A conviction or guilty plea will not necessarily disqualify you from this job. If yes, list all such offenses and provide date, name of court, and disposition. Failure to disclose all convictions, pleas of guilty, pleas of nolo contendere (no contest), or have been granted deferred adjudication (deferred judgment), other than a minor traffic violation, is a violation of Title 2 of the County Personnel Regulations, Section 2.02.090, and if hired will result in termination of employment.**

No

5. **Have you ever been discharged or terminated from any place of employment?**

No

6. **MILITARY SERVICE Have you ever been a member of the Armed Forces**

No

7. **By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.**

Yes

Job Specific Supplemental Questions

1. **Please list any other names you have been known by.**
Kathryn Mayes (maiden name), nickname is Kathy
2. **Do you authorize any person or custodian of records, including, without limitation, the Department of Public Safety, Records and Identification Services; Law Enforcement, and the Office of the Clerk to release to the Douglas County Board of Commissioners any and all information that may be available concerning you?**
Yes
3. **Do you certify that the answers and information provided herewith are true and correct to the best of your knowledge.**
Yes
4. **Have you ever held an elective or appointive public office in this or any other state? Have you ever been a candidate for such an office? If so, give details, including the offices involved, whether initially appointed or elected, and the length of service. Exclude political affiliation.**
no
5. **List any accomplishments (i.e., educational, military service, charitable and the like) of which you want the commissioners to be aware.**
I have my Master's Degree in Professional Accountancy; and currently hold a CPA license. I have extensive governmental experience. I worked in state government for 8 years before becoming employed with Douglas County. I have worked for Douglas County for 13 years.
6. **Have you ever been sued? If yes, explain.**
no
7. **Have you ever been a party in any other legal or administrative proceedings? If yes, explain.**
no
8. **Have you ever been the subject of an ethics, open meeting law or public records complaint? If yes, explain.**
no
9. **Have you filed federal income tax returns for each of the past ten taxable years? If no, explain.**
yes
10. **Have you personally or has any business you control ever failed to pay a local, state or federal tax liability that has been legally determined to be due, within the time allowed for payment without penalty, assessment or lien? Have you ever been subject to tax lien? If so, provide full details.**
no
11. **Has a lien ever been asserted against you or any property of yours that was not discharged within 30 days? If so, provide full details.**
no
12. **Has any Bankruptcy Court in a case where you are or were the debtor, entered an order providing a creditor automatic relief from the bankruptcy stay (providing in rem relief) in any present or future bankruptcy case, related to property in which you have an interest?**
no
13. **Are you in violation of or have you violated any court orders, including spousal and child support?**
no
14. **Are you physically and mentally able to perform the essential duties of a County Clerk and Treasurer in a timely fashion in the court for which you are applying? Please identify any accommodations you may need to perform the job.**
yes
15. **Are you a US citizen?**
Yes
16. **Are you a resident of Douglas County?**
Yes
17. **Are you currently registered to vote in Douglas County?**
Yes
18. **Have you ever been arrested, charged or held by any federal, state, local or other law enforcement authority, including the IRS and SEC, or convicted of violation of any federal, state, or local law, regulation or ordinance? Exclude minor traffic violations and any juvenile offenses. Provide detail of the circumstances, charges, and dispositions.**
no
19. **Please outline your experience in supervising professional staff.**
I currently supervise the budget staff for the County. I also oversee and coordinate the operating and capital budgets for the entire county.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by Kathryn Lewis on 11/26/14 1:43 PM

Signature _____

Date _____

EMPLOYMENT APPLICATION



DOUGLAS COUNTY (NV)
 P O BOX 218
 Minden, Nevada 89423
 (775) 782-9860
<http://www.douglascountynv.gov>
THOMAS, EILEEN
14/15-00068 CLERK/TREASURER

Received: 11/26/14
 11:45 AM
For Official Use Only:
 QUAL: _____
 DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:
 CLERK/TREASURER

EXAM ID#:
 14/15-00068

NAME: (Last, First, Middle)
 THOMAS, EILEEN

SOCIAL SECURITY NUMBER:
 N/A

HOME PHONE:

ALTERNATE PHONE:

EMAIL ADDRESS:

DRIVER'S LICENSE:
☐ Yes ☐ No

DRIVER'S LICENSE:
 State: _____

LEGAL RIGHT TO WORK IN THE UNITED STATES?
☒ Yes ☐ No

PREFERENCES

PREFERRED SALARY:

\$36.54 per hour; \$76,000.00 per year

ARE YOU WILLING TO RELOCATE?

☐ Yes ☐ No ☐ Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day

OBJECTIVE:

To contribute my extensive employment experience to further enhance and support the County of Douglas in accordance with all NRS and local legislature.

EDUCATION

DATES:

From: 9/1975 To: 8/1978

SCHOOL NAME:

RIDER UNIVERSITY

LOCATION: (City, State)

LAWRENCEVILLE, New Jersey

DID YOU GRADUATE?

☒ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Accounting/Management

UNITS COMPLETED:

120 - Semester

WORK EXPERIENCE

DATES:

From: 4/2013 To: Present

EMPLOYER:

STATE OF NEVADA

POSITION TITLE:

AUDIT SUPERVISOR

ADDRESS: (Street, City, State, Zip Code)

1100 E. William St., Carson City, Nevada 89701

COMPANY URL:

BOSS'S NAME:

SUPERVISOR:

Patty Thompson - Audit Chief

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$4,041.67/month

OF EMPLOYEES SUPERVISED:

6

DUTIES:

Developed and executed state audit plan in accordance with federal CFRs and state NRS regulations. Planned and implemented audits of providers in accordance with state audit plan. Budgeted for growth of program. Interact with CMS on a regular basis.

REASON FOR LEAVING:

DATES:

From: 11/2011 To: 3/2013

EMPLOYER:

RITE OF PASSAGE INC

POSITION TITLE:

CORPORATE CONTROLLER

ADDRESS: (Street, City, State, Zip Code)

Business Parkway, Minden, Nevada 89423

COMPANY URL:

www.rop.com

SUPERVISOR:

CJ Bower - CFO

MAY WE CONTACT THIS EMPLOYER?

☒ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$6,000.00/month

OF EMPLOYEES SUPERVISED:

18

DUTIES:

Corporate Controller of \$80 million company, which included non-profits and schools. Responsible for day-to-day accounting and banking, financial reporting, tax return preparation, grants, investments, budgeting, AP, AR, billings, coordination of procedures with all locations, developed policies and procedures, workers comp, compensation, recruiting, supervision of 18 accounting staff.

REASON FOR LEAVING:

Employment opportunity with the state

RECEIVED

FEB 02 2015

Douglas County Manager

DATES: From: 8/2008 To: 11/2011	EMPLOYER: AMI INDUSTRIES, INC	POSITION TITLE: CONTROLLER
ADDRESS: (Street, City, State, Zip Code) Silver Legacy Hotel & Casino, Reno, Nevada 89501		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Michael Faella - CEO & President	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,250.00/month	# OF EMPLOYEES SUPERVISED: 6
DUTIES: Corporate Controller, responsible for day to day accounting, banking and investment, financial reporting, budgeting, finance, retail management of stores, payroll, purchasing, AR, AP, workers comp, tax return preparation.		
REASON FOR LEAVING: Company relocated to Tampa, Florida.		
DATES: From: 5/2007 To: 8/2008	EMPLOYER: Dayton Valley Turf	POSITION TITLE: CONTROLLER
ADDRESS: (Street, City, State, Zip Code) 290 Kletzke Lane, RENO, Nevada 89502		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Cary Yamamoto - Managing Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,166.67/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Corporate controller responsible for day to day accounting, banking, financial reporting, AR, AP, taxes, collection of bad debt, retail sales.		
REASON FOR LEAVING: Offered position for higher compensation		
DATES: From: 7/2001 To: 5/2007	EMPLOYER: BOOKKEEPING & TAX SERVICES	POSITION TITLE: ACCOUNTANT/CONSULTANT
ADDRESS: (Street, City, State, Zip Code) 8465 Santa Fe Trail, Stagecoach, Nevada 89429		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Self - President	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$6,250.00/month	# OF EMPLOYEES SUPERVISED: 4
DUTIES: Provided accounting and tax services to local companies.		
REASON FOR LEAVING: Offered another position		
DATES: From: 6/1989 To: 4/2001	EMPLOYER: DELOITTE & TOUCHE LLP	POSITION TITLE: DIR ADMIN & FIN RPTG
ADDRESS: (Street, City, State, Zip Code)		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Teri Hartman - Director	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 42
DUTIES: BIG 4 INTERNATIONAL ACCOUNTING FIRM		
REASON FOR LEAVING: Relocated to Nevada		
DATES: From: 9/1978 To: 5/1989	EMPLOYER: ARTHUR ANDERSEN & CO	POSITION TITLE: AUDITOR/ DIR OF ADMIN
ADDRESS: (Street, City, State, Zip Code) Avenue of the Americas, New York, New York 11001		COMPANY URL:
PHONE NUMBER:	SUPERVISOR: Gene Herman - Director of Administration & HR	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$7,500.00/month	# OF EMPLOYEES SUPERVISED: 30
DUTIES: Responsible for the administration of operations for 1,000 professional accountants. Responsibilities included financial reporting, staff scheduling, recruiting, training, compensation & budgeting. Prior to that, position was an audit senior for Fortune 100 companies. Note: You cannot contact employer because the company was closed.		
REASON FOR LEAVING: Offered better opportunity with Deloitte & Touche		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills**OFFICE SKILLS:**Typing:
Data Entry:

OTHER SKILLS:

Accounting & Auditing - Expert - 35 years and 0 months
Microsoft Excel, Word, Outlook, Powerpoint, Access - Expert - 35 years and 0 months
Six Sigma graduate - Skilled - 5 years and 0 months

LANGUAGE(S):**ADDITIONAL INFORMATION****Volunteer Experience**

Treasurer for Between Horses & Humans, Not for Profit
CFO/Director for Smile Restore, Not for Profit
Board of Directors - Nevada All State Trail Riders, Not for Profit
Member of Douglas County Republican Women

Additional Information

Advanced level skills in Microsoft Office: particularly Excel and Word. Experienced with most accounting and tax systems. Developed and improved scheduling systems.

Interests & Activities

Endurance riding
Gourmet cooking
Motorsports

REFERENCES**REFERENCE TYPE:**

Professional

NAME:

Jim Wheeler

POSITION:

State Assemblyman AD 39

ADDRESS: (PHONE NO. 702-735-1234)**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Professional

NAME:

Teri Hartman

POSITION:

Consultant

ADDRESS: (PHONE NO. 702-735-1234)**EMAIL ADDRESS:****PHONE NUMBER:****REFERENCE TYPE:**

Personal

NAME:

Sharese Settlemeyer

POSITION:

Business Owner/Proprietor

ADDRESS: (PHONE NO. 702-735-1234)**EMAIL ADDRESS:****PHONE NUMBER:**

Agency-Wide Questions

1. **Have you ever been employed by Douglas County?**
No
2. **Are you related to a current or former employee of Douglas County?**
No
3. **How were you referred?**
Friend or Relative

Have you EVER been convicted of, pled guilty or nolo contendere to (no contest), or been granted deferred adjudication (deferred judgment) for a felony or misdemeanor crime, other than a minor traffic violation. A conviction or guilty plea will not necessarily disqualify you from this job. If yes, list all such offenses and provide date, name of court, and disposition. Failure to disclose all convictions, pleas of guilty, pleas of nolo contendere (no contest), or have been granted deferred adjudication (deferred judgment), other than a minor traffic violation, is a violation of Title 2 of the County Personnel Regulations, Section 2.02.090, and if hired will result in termination of employment.

Yes

5. **Have you ever been discharged or terminated from any place of employment?**
No
6. **MILITARY SERVICE Have you ever been a member of the Armed Forces**
No

By clicking on the yes button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

Yes

Job Specific Supplemental Questions

1. **Please list any other names you have been known by.**
None
2. **Do you authorize any person or custodian of records, including, without limitation, the Department of Public Safety, Records and Identification Services; Law Enforcement, and the Office of the Clerk to release to the Douglas County Board of Commissioners any and all information that may be available concerning you?**
Yes
3. **Do you certify that the answers and information provided herewith are true and correct to the best of your knowledge.**
Yes
4. **Have you ever held an elective or appointive public office in this or any other state? Have you ever been a candidate for such an office? If so, give details, including the offices involved, whether initially appointed or elected, and the length of service. Exclude political affiliation.**
No.
5. **List any accomplishments (i.e., educational, military service, charitable and the like) of which you want the commissioners to be aware.**
Treasurer for 3 local not-for-profits
Started new company, 501-c-3 status
6. **Have you ever been sued? If yes, explain.**
No.
7. **Have you ever been a party in any other legal or administrative proceedings? If yes, explain.**
No.
8. **Have you ever been the subject of an ethics, open meeting law or public records complaint? If yes, explain.**
No.
9. **Have you filed federal income tax returns for each of the past ten taxable years? If no, explain.**
Yes.
10. **Have you personally or has any business you control ever failed to pay a local, state or federal tax liability that has been legally determined to be due, within the time allowed for payment without penalty, assessment or lien? Have you ever been subject to tax lien? If so, provide full details.**
No.
11. **Has a lien ever been asserted against you or any property of yours that was not discharged within 30 days? If so, provide full details.**
No.
12. **Has any Bankruptcy Court in a case where you are or were the debtor, entered an order providing a creditor automatic relief from the bankruptcy stay (providing in rem relief) in any present or future bankruptcy case, related to property in which you have an interest?**
No.
13. **Are you in violation of or have you violated any court orders, including spousal and child support?**
No.
14. **Are you physically and mentally able to perform the essential duties of a County Clerk and Treasurer in a timely fashion in the court for which you are applying? Please identify any accommodations you may need to perform the job.**
Yes.
15. **Are you a US citizen?**
Yes
16. **Are you a resident of Douglas County?**
Yes
17. **Are you currently registered to vote in Douglas County?**
Yes
18. **Have you ever been arrested, charged or held by any federal, state, local or other law enforcement authority, including the IRS and SEC, or convicted of violation of any federal, state, or local law, regulation or ordinance? Exclude minor traffic violations and any juvenile offenses. Provide detail of the circumstances, charges, and dispositions.**
Yes. 2007 & 2009 - DUI misdemeanors. I no longer drink alcohol. These are the only 2 violations I have received in my entire life. This is in the past and will not prevent me from performing my job duties.
19. **Please outline your experience in supervising professional staff.**
I have supervised accounting and auditing staff for 35 years. I have recruited, trained, supervised on the job, evaluated on a regular basis and prepared compensation adjustments, conducted annual reviews, given performance awards and bonuses, issued performance warnings and executed employee terminations where warranted and documented. I supervised anywhere from 4 - 1,000 professional accountants during my career.

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment will be at will unless specifically stated to be otherwise. "At will" means Douglas County may terminate my employment at any time with no advance notice and for any reason or no reason. I understand that I will have to verify any and all information given on this application. I understand that this completed application is the property of Douglas County and will not be returned and will become part of my personnel file if I am hired. I authorize Douglas County to investigate my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to successfully complete a criminal background check and a drug test for select positions. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Douglas County participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. In the event I am employed by Douglas County, I agree to comply with all rules and policies.

This application was submitted by EILEEN THOMAS on 11/26/14 11:45 AM

Signature _____

Date _____

Debi Westmoreland

From: Michael Faiella
Sent: Tuesday, November 15, 2011 11:49 AM
To: Debi Westmoreland
Subject: Eileen Thomas--Reference Letter

Debi Westmoreland, PHR
Rite of Passage Corporate Human Resources

Dear Debi,

This letter is written on behalf of Eileen Thomas. Eileen has been employed by Ami Jewelers as our Controller for more than three years. Ami Jewelry currently has four stores. As the Controller, Eileen managed all of the stores' finances wisely and prudently as if they were her own. She is very trustworthy and knowledgeable. I was comfortable with her managing the Reno store when I relocated to St. Petersburg, Florida, confident that the store was being taken care of as well as I would. I always knew what was going on in the store when Eileen was there. I was especially impressed with her ability to serve our customers and work with the staff and management. Eileen prepared financial reports and business plans, and assisted me in opening 2 new jewelry stores, one in Florida and the other in Myrtle Beach, NC. Eileen developed impressive relationships with our banks and the state tax authorities. She was able to address & resolve several complex issues on my behalf. Due to declining business in Reno, we decided to close the Reno store. I have asked Eileen to join our business in Florida, but she declined on several occasions, stating that she wanted to remain in Nevada.

I highly recommend Eileen to any organization, knowing that they are getting the best. She is intelligent, dedicated and highly motivated. My loss is your gain.

Sincerely,

Michael Faiella
Ami Jewelry

Debi Westmoreland

From: Teri Hartman
Sent: Tuesday, November 15, 2011 1:27 PM
To: Debi Westmoreland
Subject: Reference Letter for Eileen Thomas

Dear Ms. Westmoreland,

This letter is written on behalf of Eileen Thomas. I worked with Eileen at Deloitte & Touche in the San Francisco office from 1994 - 2001. During this time, Eileen was responsible for the financial reporting, budgeting and analysis of the audit practice. Eileen provided me with the profitability and expense analysis of the audit personnel in the 5 Northern California offices of Deloitte. She developed and updated the annual budget, reporting against it on a monthly basis. Eileen also had responsibility for collections, the international program, recruiting and other programs as needed.

Overall, Eileen was an above average performer. She took great pride in her work and did not hesitate to accept additional responsibilities. We could always rely on Eileen to meet all of her deadlines. She supervised a team of 8 professionals. Eileen interacted well with both clients and staff. Eileen is very dedicated and reliable. She adapts well to change and always helps others. She is very well organized and is capable of managing many projects simultaneously. Eileen possesses strong presentation skills and has much experience developing and instructing training courses. Overall, Eileen was a pleasure to work with and I would welcome the opportunity to work with her again.

Sincerely,

Teri Hartman
NORPAC AERS Director

Douglas County Board of Commissioners February 5, 2015

2014 Master Plan Status Report

Agenda Item No. 9



2014 Master Plan Status Report

For possible action. Discussion to approve the 2014 Master Plan Status Report and direct staff on the recommendations of the Planning Commission regarding implementation of the Douglas County Master Plan.

2014 Master Plan Status Report

The Status Report provides a progress report on the 2011 updated Master Plan Elements. Each Element contains actions with target completion dates of 2012-2016. This report contains three sections:

- Section One – Status of each Element (actions completed, underway, or not started)
- Section Two – Master Plan Amendments
- Section Three – Board of Commissioners FY14-18 Strategic Plan Objectives and Priorities



All Master Plan Actions (106 Total)

- ❑ 20 actions completed to date
- ❑ 25 actions targeted end of FY13/14
- ❑ 26 actions targeted end of FY 14/15
- ❑ 35 actions targeted end of FY 15/16

34 actions are currently underway

Status of Master Plan Elements

- ❑ **Land Use Element**
 - South Shore Area Plan adopted
 - Tahoe Douglas Area Plan adopted by BOCC
- ❑ **Washoe Tribal Lands Element**
 - Turn lane on US 395 to safely access Tribal Hqtrs. is complete
- ❑ **Housing Element**
 - Affordable Senior Housing (Parkway Vista) phase 1 completed near the Community Center
- ❑ **Transportation Element**
 - Consultant selected to prepare the updated Transportation Plan
 - The County continues to work with stakeholders to address transportation related issues

Status of Master Plan Elements (*cont.*)

- ❑ **Growth Management Element**
 - The County continues to prepare an annual Capital Improvement Program (CIP) to ensure consistency with the Master Plan
 - The County submitted a Lands Bill to the U.S. Congress
 - The TDR Program still needs to be evaluated
- ❑ **Agriculture Element**
 - Discussion with representatives; Direction given by Board; Spring 2015
- ❑ **Environmental Resources and Conservation Element**
 - The Wellhead Protection Plan has been adopted
 - Hazard Mitigation Plan Update adopted
 - The Stormwater Load Reduction Plan (SLRP), the Plan to implement the Total Maximum Daily Load (TMDL) Plan for Lake Tahoe is approved

Status of Master Plan Elements (*cont.*)

- ❑ **Economic Development Element**
 - Nine actions to implement the Economic Vitality Plan are complete; nine are underway
- ❑ **Historic Preservation Element**
 - Code language for Genoa Historic District Commission drafted
- ❑ **Parks and Recreation Element**
 - Carson Valley Community/Senior Center completed
 - Trail planning and construction completed: Genoa, Nevada Stateline-to-Stateline Bikeway
- ❑ **Public Services and Facilities Element**
 - The County continues to work to consolidate water systems

Section Two Master Plan Amendments

- ❑ Board adopted the 2014 Douglas County Bike Plan; amended maps within the 2003 Trails Plan
- ❑ Board adopted the Tahoe Douglas Area Plan, replacing the Roundhill Community Plan and the Plan Area Statements
- ❑ Board adopted the amendments to the South Shore Area Plan, including Greenhouse Gas Reduction Strategies, the Kingsbury Manor Mobile Home Park site, and signage provisions from the Stateline Community Plan



Section Three

2014 Priorities & Objectives



The priorities and objectives of the 2014 Strategic Plan are summarized below (refer to Attachment 4 for updates to the objectives).

Financial Stability – The objective is to enhance the fiscal stability and financial structure of the County.

Safe Community – The objective is to enhance and improve the provision of public safety and related services.

Economic Vitality – The objective is to promote the economic vitality of the community.

Infrastructure – The objective is to provide for the maintenance and infrastructure necessary to meet current and future service levels.


Natural Environment, Resources and Cultural Heritage – The objective is to preserve the County's natural environment resources, and its cultural heritage.

Manage Growth and Change – The objective is to manage growth and change consistent with the County's Master Plan.

Board's Strategic Plan

Objectives/Goals/Priorities FY 14/18

- ❑ Adoption of the Tahoe Douglas Area Plan
- ❑ Revisions to the Development Code
- ❑ Adoption of an updated Hazard Mitigation Plan
- ❑ Construction of the Community & Senior Center
- ❑ Solicitation of grants for Stormwater Management
- ❑ Economic Vitality Projects
- ❑ Develop long-term funding for preventative road maintenance
- ❑ Secure passage of the Conservation Act



Recommendation

Review the progress identified in the 2014 Master Plan Status Report, consider the comments from the Planning Commission, and provide any comments/recommendations to staff before final acceptance of the report.